Weekly timesheet

Name _____ Client _____

Project _____ Week starting _____

Times as 9:00 and 17:30, the break in minutes. Hours are end minus start minus the break, as decimal hours: 7.50 is 7 h 30 min.

Date	Start	End	Break (min)	Hours	Billable	Project, task or work done
Mon						
Tue						
Wed						
Thu						
Fri						
Sat						
Sun						

Total hours _____

Billable hours _____

Hourly rate _____

Amount to bill _____

Signature _____ Date _____

Approved by (name and signature) _____ Date _____

Template from clockaroo.com/templates/timesheet-template